

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	12-1409
Introduction Date	6-27-12
Enactment Number	12-1648
Enactment Date	6/27/12



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

To Board of Education  
 From Tony Smith, Ph.D., Superintendent  
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
 Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date  
 (To be completed by Procurement) June 27, 2012

Subject Amendment No. 2 - Individual Service Agreement - Master Memorandum of Understanding - Aspiranet (contractor) - 107/East Oakland Pride (site/department)

**Action Requested** Approval of Amendment No. 2 of the Individual Service Agreement of the Master Memorandum of Understanding between Oakland Unified School District and Aspiranet. Services to be primarily provided to East Oakland Pride for the period of July 1, 2011 through July 20, 2012.

**Background**  
*A one paragraph explanation of why the consultant's services are needed.*  
 The original Individual Service Agreement is contracting of services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on June 22, 2011 (Enactment number 11-1365). This amendment will increase the current level of services beyond the initial plan as stated in the original contract for Option A-Lead Agency unit for Arts, Recreation, Leadership, and Family Literacy Activities. The original contract period will be extended for the summer program from July 1, 2011 through June 30, 2012, to a new amended end date of July 20, 2012. Funding for this project is supported by private grant dollars through the Partnership for Children and Youth, resulting in no cost to the District.

**Discussion**  
*One paragraph summary of the scope of work.*  
 Approval by Board of Education of Amendment No. 2 of the Individual Service Agreement of the Master Memorandum of Understanding between the District and Aspiranet, South San Francisco, CA, for the latter to provide summer learning programming for afternoon STEM/Enrichment activities to extend the morning summer program into a full day program at East Oakland Pride for the period of July 1, 2011 through July 20, 2012, at no cost to the District.

**Recommendation** Approval by Board of Education of Amendment No. 2 of the Individual Service-Agreement of the Master Memorandum of Understanding between Oakland Unified School District and Aspiranet. Services to be primarily provided to 107/East Oakland Pride for the period of July 1, 2011 through July 20, 2012.

**Fiscal Impact** Funding resource name (please spell out): No Fiscal Impact.

**Attachments**

- Amendment No. 1, Individual Service Agreement
- Menu of Service
- Certificate of Insurance
- Original Master Memorandum of Understanding



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## INDIVIDUAL SERVICE AGREEMENT (ISA) AMENDMENT NO. Two

AGREEMENT TO PURCHASE ADDITIONAL SERVICES UNDER A MASTER MEMORANDUM OF UNDERSTANDING

This Amendment is entered into between the Oakland Unified School District (OUSD) and Aspiranet (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on July 1, 2011, and the parties agree to amend that Agreement as follows:

MASTER MOU – ORIGINAL ISA INFORMATION			
VENDOR NAME	Aspiranet	MASTER CONTRACT #	10-01
SITE NAME / NUMBER	East Oakland Pride 107	AMOUNT OF ORIGINAL ISA	\$85334
Original ISA Contract, or most recent ISA Contract Amendment period: 07/01/2011 (from date) to 6/30/2012 (end date).			

ORDER OF ADDITIONAL SERVICES – SELECT APPROPRIATE BOX				
<input checked="" type="checkbox"/> Increase in the amount of services (days, hours, etc) of same type of service purchased in the original ISA.				
Service	Lead Agency Option A	Fee	\$93,634	UNITS OF SERVICE 0
Service		Fee	\$	UNITS OF SERVICE
Service		Fee	\$	UNITS OF SERVICE
Subtotal				\$0

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:  
 In partnership with OUSD, Aspiranet has funds from outside sources and the purpose of this contract is solely to extend the terms and conditions of the Master MOU through the summer for programming at East Oakland Pride.

<input type="checkbox"/> Purchase New Type of Service.				
Service		Fee	\$	UNITS OF SERVICE
Service		Fee	\$	UNITS OF SERVICE
Service		Fee	\$	UNITS OF SERVICE
Subtotal				\$

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

**Increasing the ISA Not to Exceed Amount to:** \$85334

The Term (Duration) of the Individual Service Agreement remains unchanged.  
 **The Term (Duration) has changed:** The contract term is extended by an additional 20 days (days/weeks/months), and the amended expiration date is July 20, 2012.

**ISA Amendment History:**

There are no previous amendments to this ISA.  This ISA has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
1	05/07/2012	Provide funding for a Market Manager at East Oakland Pride	\$2125
			\$
			\$

This is an Individual Services Agreement between a vendor and a school site or department to purchase services under a Master MOU. This is a contract for services, its execution by an authorized OUSD agent commits OUSD to pay for services provided by CONTRACTOR under the terms and conditions of the Master MOU attached and incorporated herewith, subject to this ISA Amendment being approved by the Board of Education.

VENDOR	NAME	Vernon Brown	TITLE	CEO, Aspiranet
SIGNATURE			DATE	5/9/12
OUSD SITE ADMINISTRATOR	NAME	Carol Johnson	TITLE	Principal
SIGNATURE			DATE	5/8/12

APPROVAL BY THE BOARD OF EDUCATION			
GARY YEE, PRESIDENT OF THE BOARD OF EDUCATION		DATE	6/28/12
EDGAR RAKESTRAW, JR SECRETARY, BOARD OF EDUCATION		DATE	6/28/12



Excluded Parties List System

**Search Results Excluded By  
Firm, Entity, or Vessel : Aspiranet  
as of 30-May-2012 3:13 PM EDT**

**Your search returned no results.**



# ACORD <sup>TM</sup> CERTIFICATE OF LIABILITY INSURANCE

Date (MM/DD/YR)  
12/13/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Heffernan Insurance Brokers 1350 Carlback Avenue Walnut Creek, CA 94596 CA License #0564249	CONTACT NAME:		
	PHONE (A/C, No, Ext): <b>925-934-8500</b>	FAX (A/C, No): <b>925-934-8278</b>	
EMAIL ADDRESS:			
<b>INSURED</b> Aspiranet 400 Oyster Point Blvd., Suite 501 South San Francisco, CA 94080	<b>INSURERS AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A:	Wausau Underwriters Ins. Co.	26042
	INSURER B:	Lexington Ins. Co.	19437
	INSURER C:	Granite State Ins. Co.	23809
	INSURER D:		
	INSURER E:		

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD L INS R	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL L LIABILITY	X		41LX0089961326	12/16/11	12/16/12	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> \$25,000 Per Occurrence Deductible						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L. AGGREGATE LIMIT APPLIES PER						GENERAL AGGREGATE \$ 3,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 1,000,000
C	AUTOMOBILE LIABILITY			02CA0038937066	12/16/11	12/16/12	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> Comp Ded \$1,000						\$
B	UMBRELLA LIAB	X		41UD0002735336	12/16/11	12/16/12	EACH OCCURRENCE \$ 2,000,000
	EXCESS LIAB						AGGREGATE \$ 2,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N <input type="checkbox"/>	N/A	WCJ91446188011	07/01/11	07/01/12	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in N.H.)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Crime			02LX0089961416	12/16/11	12/16/12	Limit: \$ 500,000 Ded: \$500
B	Professional Liability			41LX0089961326	12/16/11	12/16/12	Each Wrongful Act \$ 1,000,000 Aggregate Limit \$ 3,000,000 Deductible - Each Wrongful Act \$ 25,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**  
 Re: As on file with the insured. Oakland Unified School District, its Officers, Employees, Volunteers or Agents are named as additional Insured on General Liability as per attached CG2026.

<b>CERTIFICATE HOLDER</b>  Oakland Unified School District 1025 2nd Street Oakland, CA 94606	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

# ACORD <sup>TM</sup> CERTIFICATE OF LIABILITY INSURANCE

Date (MM/DD/YR)  
12/13/11

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Heffernan Insurance Brokers 1350 Carlbach Avenue Walnut Creek, CA 94596 CA License #0564249	CONTACT NAME:	
	PHONE (A/C, No, Ext):	925-934-8500
	FAX (A/C, No):	925-934-8278
	EMAIL ADDRESS:	
	<b>INSURERS AFFORDING COVERAGE</b>	
	INSURER A:	Granite State Ins. Co.
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

**INSURED**  
 Aspiranet  
 400 Oyster Point Blvd., Suite 501  
 South San Francisco, CA 94080

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD L INS R	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL L LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
	GEN'L AGGREGATE LIMIT APPLIES PER						PERSONAL & ADV INJURY \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$
	DED \$ RETENTION \$						AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTHER
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in N.H.)						E.L. EACH ACCIDENT \$
	<input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Crime			02LX0089961416	12/16/11	12/16/12	Limit: \$ 500,000 Ded: \$500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Re: As on file with the insured.

**CERTIFICATE HOLDER**

Oakland Unified School District  
 1025 2nd Street  
 Oakland, CA 94606

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Insured Name: Aspiranet  
Policy Number: 41LX0089961326  
Effective Dates: 12/16/11-12/16/12

COMMERCIAL GENERAL LIABILITY  
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)
Oakland Unified School District, its Officers, Employees, Volunteers or Agents
Information required to complete this Schedule, if not shown above, will be shown in the Declarations

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

## EOP Summer STEM Schedule – 2012

<u>Time</u>	<u>Monday/Wednesday</u>	<u>Tuesday/Thursday</u>	<u>Friday</u>
<b>12:00</b>	Lunch	Lunch	Lunch
<b>12:30</b>	STEM – 3 <sup>rd</sup> Mikey STEM – 4 <sup>th</sup> Marcos STEM – 5 <sup>th</sup> Sharri LEAP – 6 <sup>th</sup> Tigi	STEM – 3 <sup>rd</sup> Mikey STEM – 4 <sup>th</sup> Marcos STEM – 5 <sup>th</sup> Sharri LEAP – 6 <sup>th</sup> Tigi	Off Site Field Trip
<b>2:00</b>	Gardening – Mikey – 3 <sup>rd</sup> -5 <sup>th</sup> Field Games – Marcos- 3 <sup>rd</sup> -5 <sup>th</sup> Home Crafts – Sharri – 3 <sup>rd</sup> -5 <sup>th</sup> Drumming – Tigi 3 <sup>rd</sup> -5 <sup>th</sup> Karate – Mark – 6 <sup>th</sup>	Sports Skills – Mikey - 3 <sup>rd</sup> -5 <sup>th</sup> Origami – Marcos – 3 <sup>rd</sup> -5 <sup>th</sup> World Cooking – Sharri - 3 <sup>rd</sup> -5 <sup>th</sup> Visual Arts – Tigi - 3 <sup>rd</sup> -5 <sup>th</sup> Dance – Erica – 6 <sup>th</sup>	
<b>2:45</b>	Snack	Snack	
<b>3:00</b>	Gardening – Mikey - 3 <sup>rd</sup> -5 <sup>th</sup> Origami – Marcos - 3 <sup>rd</sup> -5 <sup>th</sup> Home Crafts – Sharri - 3 <sup>rd</sup> -5 <sup>th</sup> Drumming – Tigi – 6 <sup>th</sup> Karate – Mark - 3 <sup>rd</sup> -5 <sup>th</sup>	Sports Skills – Mikey - 3 <sup>rd</sup> -5 <sup>th</sup> Field Games – Marcos - 3 <sup>rd</sup> -5 <sup>th</sup> World Cooking – Sharri – 6 <sup>th</sup> Visual Arts – Tigi - 3 <sup>rd</sup> -5 <sup>th</sup> Dance – Erica - 3 <sup>rd</sup> -5 <sup>th</sup>	
<b>3:45</b>	Dismissal	Dismissal	

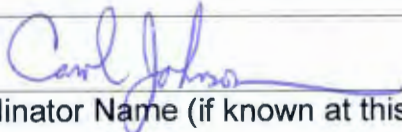
OUSD Summer Enrichment Programs  
Elementary & Middle Schools  
Summer 2012

SECTION 1: School Site Information

School Site: East Oakland Pride

Date: 5/7/2012

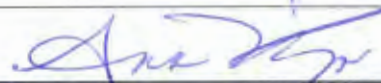
Principal Signature:



Summer Lead Agency Signature:



Summer Site Coordinator Name (if known at this time): Ann Ngo



SECTION 2: Learning Goals of Summer Program and intended impacts for participating students.

Indicate which OUSD Summer Learning Goals will be supported with this program (select at least one goal for each of the three categories below):

Academics:

- Participants understand how reading, writing and math apply to daily life.
- Participants improve their organizational skills.

Physical Activity:

- Participants are physically active and experience at least 30 minutes of moderate to vigorous activity daily.
- Participants learn ways to maintain good health and well-being over the summer.

Social/Emotional:

- Participants feel safe.
- Participants have a sense of belonging to the program.
- Participants have supportive relationships with adults.
- Participants experience positive social interactions with peers and caring adults.
- Participants transitioning to a new school become familiar with the new school's culture, rules, and students.

Identify any other learning goals your program will focus on this summer:



**SECTION 3: OUSD Strategic Questions**  
 Complete the matrix for *at least one* of the following four OUSD Strategic questions.

<b>Strategic Questions/Desired Outcomes</b>	<b>Strategic Activities:</b>	<b>Outcomes of Strategic Activities:</b>	<b>Data used to assess the strategic activities:</b>
<i>As a result of our Summer Learning efforts...</i>	<i>What summer strategic activities will support the desired outcomes?</i>	What short-term outcomes will you expect from your efforts by the end of the school year?	<i>What data will be collected to measure these outcomes?</i>
<b>High School Graduation:</b> How many more Oakland children are graduating from high school?	We will provide a variety of enrichment activities as well as STEM activities. We will also provide weekly field trips with a culminating family event.	We will prevent summer learning loss keeping students prepared to enter the next school year with a higher level of engagement	We will take attendance daily and for all special events.
<b>Satisfactory School Day Attendance:</b> How many more Oakland children are attending school 95% or more?			
<b>Job Skills/Career readiness:</b> How many more students have meaningful internships and/or paying jobs?			
<b>Health and Well-being:</b> How many more Oakland children have access to, and use, the health services they need?	We will provide classes and activities related to gardening, nutrition and physical activity to promote the health and well-being of all students involved in summer program	Students will have daily access to healthy foods and the opportunity to participate in physical activities daily.	Attendance will show that all students participating in summer program will have better access to information, snacks and opportunities to making healthier lifestyle choices

**SECTION 4: ATTENDANCE, PROGRAM DATES, AND PROGRAM SCHEDULE**  
 Summer enrichment programs will augment and complement OUSD morning academic summer learning programs to provide students with a full day 6-7 hour day of summer learning for 4 weeks of the summer.

# of Program Days your program will operate during School Year 2012-2013:	<b>18 days</b>
Projected Daily Attendance during Summer 2012:	60
<b>Program Schedule</b> Submit summer program schedule as an attachment.	



### SECTION 5: Summer Academics

Summer Learning Programs can support academics in fun, engaging ways that can reinforce students' reading, writing, mathematics, and other academic skills, in addition to strengthening their organizational skills. The afternoon summer enrichment program is intended to complement the OUSD morning summer academic program by providing students with an opportunity to apply academic skills to daily life through project-based learning activities, STEM, service learning, and other summer learning opportunities.

Summer academic activities should be aligned with school goals and support specific student achievement needs defined by the school. Activities should be based on sound instructional strategies aligned with the regular school day program.

	Target Population	Description of Program/Activity	Measurable Outcomes
1	Rising 3 <sup>rd</sup> – 5 <sup>th</sup> Grade Students	Students will participate in daily STEM related activities.	At the end of summer program, all students will be able to display their work at a culminating student showcase for all family, friends and peers to appreciate.
2			
3			
4			

### SECTION 6: ENRICHMENT & PHYSICAL ACTIVITY / RECREATION

Enrichment activities can provide students with the opportunity to apply their classroom learning in a real, hands-on way. Enrichment activities can intentionally and creatively build skills that support students' success in school and in life. Enrichment activities often support school goals for health and wellness, positive school climate, arts learning, and student engagement.

Type of Enrichment	Description of Program/Activity	Targeted Skills	Measurable Outcome
Drumming	Students will learn teamwork, rhythms, leadership skills and hand-eye coordination by creating and performing a variety of drumming beats.	<input type="checkbox"/> College/Career Readiness <input type="checkbox"/> Social Skills/Conflict Res. <input checked="" type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	All students participating will have the opportunity to perform at a student showcase for families, friends and peers.
Karate	Students will learn the history, purpose and skills of Karate. They will learn about self defense, responsibility and teamwork. Students	<input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social Skills/Conflict Res. <input checked="" type="checkbox"/> Leadership	All students participating will have the opportunity to perform at a student

	will have the opportunity to earn a belt by the end of summer.	<input type="checkbox"/> Academic (specify) <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	showcase for families, friends and peers.
Sports Skills	Students will participate in organized recreational activities. They will learn how to organize games, good sportsmanship and respecting the rules of the game.	<input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social Skills/Conflict Res. <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	All students will participate in an organized recreational activity at least twice a week.
Dance Academy	Students will be able to create and perform a variety of dance routines. They will work together to create routines, memorize routines, learn how to count for the purposes of dance and perform what they have created.	<input type="checkbox"/> College/Career Readiness <input checked="" type="checkbox"/> Social Skills/Conflict Res. <input type="checkbox"/> Leadership <input type="checkbox"/> Academic (specify) <input checked="" type="checkbox"/> Health/Fitness <input type="checkbox"/> Other (specify)	All students participating will have the opportunity to perform at a student showcase for families, friends and peers.

**SECTION 7 : Coordination with Other Service Providers**

In the Full Service Community School model, the school becomes a hub of services where various types of service providers come together, work together, and coordinate their efforts to meet the holistic needs of students and families.

List key community partners whom you will actively collaborate with to accomplish the goals of your program.	<b>University of California Cooperative Extension</b>
Identify other service providers and support personnel at your school (ie. school psychologist, School Based Health Center staff, counselor, mental health therapist, school nurse, parent liaison, etc.) whom you will actively collaborate with to accomplish the goals of your program.	Parent Liaison



Summer Science Project  
 Summer Program Budget

OUSD Lead Agency Budget Template (Figures are estimates)  
 Summer 2012

**EXPENSES**

<b>Personnel</b>	Calculation	<b>Budget</b>
Program director	1 Co-Director x .036 FTE (Providing Program Support during program prep, implementation, and wrap up including OUSD/PCY mtgs)	2,000
Site coordinator(s)	1 site coordinator (5 hours/day for 7 weeks of program prep, implementation, and wrap up, including OUSD/PCY mtgs)	3,365
Teaching/line staff Other staff:	3 line staff X \$15/hr per staff X [80 hrs/staff program implementation (20 days X 4.5 hrs/day), plus 50 hrs/staff for training and pre/post mtgs]	6,300
Subtotal		11,665
Benefits	Benefits at 15%	1,750
Total Personnel		13,415

Note: Training includes: 16 hrs of Techbridge training; 30 hrs (1 week) of agency training/planning, and 4 hrs of OUSD/PCY mtgs = 50 hrs total

**Consultants/Vendors**

Total Consultants/Vendors		-
<b>Other than Personnel</b>		
Supplies	\$47.50 X 60 students (19 days of supplies)	2,850
Transportation	2 field trips X \$500/trip	1,000
Field Trip Entrance	2 field trips X \$300/trip	600
Other OTP: Refreshments for summer-end Family Celebration	July 18 Family Night celebration	333
Total OTP		4,783
Admin/Overhead	Agency admin (11%)	18,198
Admin/Overhead	Agency admin (11%)	2,001.75
<b>TOTAL Expenses:</b>		<b>20,200</b>

**REVENUE**

Summer Science Project (PCY)	20,200
Other funders:	
<b>TOTAL Revenue:</b>	<b>20,200</b>

## Menu of Service for Lead Agency: Aspiranet

### **Lead Agency Unit of Service for ASES After School Program**

#### **After School Services include:**

After school program set up and coordination of comprehensive services to ensure ASES grant compliance, alignment with school day, program quality, fiscal oversight, and compliance with district policies, including contracting processes, fiscal timelines, and Legal requirements.

Delivery of high quality after school programming consisting of academic, enrichment, and recreational/physical activity components to meet grant compliance. Services will be delivered by qualified, trained individuals and/or community providers with subject matter expertise and youth development experience.

After School program will serve up to 90 students in elementary school programs and 120 students in middle school programs. Services will be offered daily, Monday through Friday, from September 2011 – June 2012. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

Program activities will be provided by qualified staff. Student to staff ratio will not exceed 20:1.

**Lead Agency Option A: Cost for Elementary School lead agency package: \$ 93,634**

**Lead Agency Option B: Cost for Middle School Lead Agency package: \$ 127,011**

### **Lead Agency Unit of Service for 21<sup>st</sup> Century After School Program**

#### **After School Services Include:**

After school program set up and coordination of comprehensive services to ensure 21<sup>st</sup> Century grant compliance, alignment with school day, program quality, fiscal oversight, and compliance with district policies, including contracting processes, fiscal timelines, and Legal requirements.

Delivery of high quality after school programming consisting of academic, enrichment, recreational/physical activity, and family literacy components to meet grant compliance. Services will be delivered by qualified, trained individuals and/or community providers with subject matter expertise and youth development experience.

Services will be offered daily, Monday through Friday, from September 2011 – June 2012. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

Program activities will be provided by qualified staff. Student to staff ratio will not exceed 20:1.

**Lead Agency Option C: Cost for Elementary School lead agency package for up to 90 students: \$ 92,483**

**Lead Agency Option D: Cost for Middle School Lead Agency package for up to 120 students: \$125,369**

**Lead Agency Option E: Cost for High School Lead Agency package for up to 83 students: \$136,155**



**Factors that may reduce or increase the school charge for above lead agency units:**

- 1a. School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- 1b. School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- 1c. School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 1d. School opting to fund School Safety Officer, reducing above costs to provide safe and secure after school environment.
- 1e. School utilizing other funds to increase level of services and/or number of students served beyond the above base unit.
- 1f. School reducing number of students to be served by program, due to reduced grant funds.
- 1g. School opting to fund Academic Liaison, reducing above costs for academic programming and alignment with school day.

**Additional 21<sup>st</sup> Century and other funding services**

**Option F:** 21<sup>st</sup> Century Family Literacy Services - Variety of services to engage parents and support them in helping their children to succeed in school. Services customized to meet school and community needs, and may include: parent workshops, parent outreach and adult literacy support.

Services will be open to families of all students participating in 21<sup>st</sup> Century after school programming. Services will be provided by qualified, trained individuals and/or community providers with subject matter expertise.

**Cost \$17,400**

**Option G:** Additional Services - customized to meet school needs, and may include: provide students academic classes through the Aspiranet after school program; special support services for English learners and other high need students; translation services; and services to promote conflict resolution and positive program climate.

Services will compliment after school programming occurring daily, September through June.

**Cost \$21,750**

**Factors that would decrease the above costs for Additional Services:**

- 2a. School opting to provide a portion of family literacy services with own staffing and resources.
- 2b. School opting to provide a portion of Equitable Access services with own staffing and resources.
- 2c. School providing own supplies to support family literacy or equitable access services.
- 2d. School partnering with other providers to provide a portion of family literacy or equitable access services.

## **Other Specialized Services**

**Option H: Intervention Services:** Tutoring and intervention strategies to increase literacy and math skills to eligible students falling below proficient. To serve up to 20 students, for one hour per week, up to five days per week, over the course of the school year.

**Cost \$50,000**

### **Option I: Visual and Performing Arts:**

Arts based activities to expand and increase skills in: visual arts, dance, theatre arts and history of visual/performing arts. Program would serve up to 190 students. Students will receive service two days per week, for the course of the school year.

**Cost \$27,000**

### **Option J: Health and Wellness:**

Recreation or other health related activities on school campus. Students will engage in fitness activities and be taught nutrition facts to maintain healthy lifestyle. Students will develop positive attitudes towards fitness and a physically active lifestyle which will strengthen student's self-esteem and confidence, develop fine motor skills and increased socialization skills. Program could serve all students enrolled during day and/or after school by providing additional staff and additional activities up to five days a week.

**Cost \$25,000**

### **Option K: Intervention Services for Language English Proficiency**

Tutoring and intervention strategies to increase English proficiency skills to eligible students falling below proficient. To serve up to 20 students, for one hour per week, up to five days per week, over the course of the school year.

**Cost: \$50,000**

### **Factors that would increase or decrease costs for above specialized services:**

- 3a.** School opting to directly contract with a different service provider for intervention or visual and performing arts services, reducing some of the enrichment charges to the cost above.
- 3b.** School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 3c.** School utilizing other funds to increase level of services and/or number of students served beyond the above base unit.
- 3d.** School reducing number of students to be served by program, due to reduced grant funds.



Board Office Use: <b>Legislative File Info.</b>	
File ID Number	12-12-12
Introduction Date	12-12-12
Enactment Number	12-12-12
Enactment Date	12-12-12



OAKLAND UNIFIED  
SCHOOL DISTRICT

# Memo

To Board of Education  
Tony Smith, Ph.D., Superintendent

From By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date 12-12-12  
(To be completed by Procurement)

Subject Individual Service Agreement Amendment - One  
Aspiranet South San Francisco CA (Contractor, City/State) -  
East Oakland Pride Elementary (site/department)

Action Requested Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and Aspiranet  
Services to be primarily provided to East Oakland Pride Elementary for the period of July 1, 2011 through 6/30/2012, in an amount not to exceed \$2,125.00.

Background  
A one paragraph explanation of why an amendment is needed.

Aspiranet currently contracts with East Oakland Pride Elementary to provide a Comprehensive Afterschool Program for the period July 1, 2011 through June 30, 2012. Aspiranet currently provides academic support, arts, recreation, leadership and family literacy activities. This amendment is necessary for Aspiranet to staff a Market Manager who will run a weekly farmer's market at the school, which in turn, helps students learn nutrition facts that help maintain healthy lifestyles.

Discussion  
One paragraph summary of the amended scope of work.

Ratification of Amendment No. 1 to the individual service agreement between the District and Aspiranet (South San Francisco, CA) for the latter to provide additional services of providing a Market Manager who will run a weekly farmer's market at the school, which in turn, helps students learn nutrition facts that help maintain healthy lifestyles, as listed in the menu of services Option J: Health and Wellness, in an amount not to exceed \$2,125.00 increasing the Agreement from \$85,209.00 to a not-to-exceed amount of \$87,334.00. All other terms and conditions of the Agreement remain in full force and effect.

Recommendation Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and Aspiranet  
Services to be primarily provided to East Oakland Pride Elementary for the period of July 1, 2011 through 6/30/2012, in an amount not to exceed \$2,125.00.

Fiscal Impact Funding resource name (please spell out) Unrestricted - Instruction  
not to exceed \$2,125.00

Attachments

- Individual Service Agreement Amendment
- Copy of original Individual Service Agreement

## Individual Service Agreement (ISA) Amendment Routing Form

### Basic Directions

Services beyond the Individual Service Agreement cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.

1. Contractor and OUSD contract originator reach agreement to increase services provided under the Master MOU.
2. Contractor and OUSD contract originator complete ISA amendment together. Please insert the amendment number (i.e. if this is the first ISA amendment enter "1," second enter "2," etc.) at the top of the ISA amendment.
3. OUSD contract originator creates new requisition with the original PO number referenced in the item description.
4. OUSD contract originator submits ISA amendment packet for approval within 10 days of creating the requisition.

**When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.**

Attachment Checklist  ISA amendment packet including Board Memo, ISA amendment form, Menu of Services  
 Copy of original Individual Service Agreement  
 Copy of Prior Amendments, If Any.

OUSD Staff Contact Emails about this ISA amendment should be sent to: Hulda.Monterrosa@ousd.k12.ca.us

### VENDOR INFORMATION

CONTRACTOR NAME	Aspiranet	CITY	South San Francisco	STATE	CA
SITE /DEPT NAME	East Oakland Pride Elementary	SITE #	107	MASTER CONTRACT #	11-01

### BUDGET INFORMATION

**IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR SCHOOL PORTFOLIO MANAGEMENT:**

SPSA ACTION ITEM NUMBER: \_\_\_\_\_ OR  SPSA MODIFICATION DOCUMENTATION ATTACHED




RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
0000	Unrestricted - Instruction	1071110101	RS207645	\$2,125
			R020545	\$
				\$

### Amount and Reason for Amendment

Original PO Number(s)	P1201411	<b>Reason for Amendment to ISA (check appropriate box):</b> <input type="checkbox"/> Increase in number of units (days, hours, etc) of service. I would like to purchase additional days or hours of the same type of service purchased with the original ISA. <input checked="" type="checkbox"/> Purchase additional type of service. In addition to the services contracted for in the original ISA, I would like to purchase another type of service from this vendor.
Original ISA Amount	\$83,209.00	
Amended ISA Amount	\$2,125.00	
New Total Contract Amount	\$85,334.00	

### Approval and Routing (In order of approval steps)

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

	<b>Site Administrator or Manager</b>	Name	Carol Johnson	Phone	510-879-1620	Fax	510-636-2853
1.	Site / Department	East Oakland Pride Elementary 107					
	Signature			Date Approved	5/3/12		
	<b>Resource Manager, if using funds managed by:</b> <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs						
2.	Signature			Date Approved			
	Signature			Date Approved			
3.	<b>Regional or Executive Officer</b>						
	Signature			Date Approved	5/11/12		
4.	<b>Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations</b>						
	Signature			Date Approved	5-16-12		
5.	<b>Superintendent or Board of Education</b> Signature on the legal contract						
	Legal Required if not using standard contract	Approved		Denied - Reason		Date	
	Procurement	Date Received		PO Number			

Rev. 1/2011

1913

THIS FORM IS NOT A CONTRACT



Board Office Use: Legislative File Info.	
File ID Number	12-1280
Introduction Date	5-23-12
Enactment Number	12 1359
Enactment Date	5 23 12 AD



**INDIVIDUAL SERVICE AGREEMENT (ISA) AMENDMENT NO. One**

AGREEMENT TO PURCHASE ADDITIONAL SERVICES UNDER A MASTER MEMORANDUM OF UNDERSTANDING

This Amendment is entered into between the Oakland Unified School District (OUSD) and Aspiranet (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on July 1, 2011, and the parties agree to amend that Agreement as follows:

**MASTER MOU – ORIGINAL ISA INFORMATION**

VENDOR NAME	Aspiranet	MASTER CONTRACT #	11-01	ENACTMENT #	
SITE NAME / NUMBER	East Oakland Pride Elementary 107	AMOUNT OF ORIGINAL ISA	\$83,209.00		
Original ISA Contract, or most recent ISA Contract Amendment period: 07/01/2011 (from date) to 6/30/2012 (end date).					

**ORDER OF ADDITIONAL SERVICES – SELECT APPROPRIATE BOX**

Increase in the amount of services (days, hours, etc) of same type of service purchased in the original ISA.

Service	Fee \$	UNITS OF SERVICE	\$
Service	Fee \$	UNITS OF SERVICE	\$
Service	Fee \$	UNITS OF SERVICE	\$
Subtotal			\$0

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

Purchase New Type of Service.

Service	Option J: Health and Wellness	Fee	\$25,000.00	UNITS OF SERVICE	085	\$2,125.00
Service		Fee	\$	UNITS OF SERVICE		\$
Service		Fee	\$	UNITS OF SERVICE		\$
Subtotal						\$2,125.00

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

**Increasing the ISA Not to Exceed Amount to:** \$85,334.00

The Term (Duration) of the Individual Service Agreement remains unchanged.

The Term (Duration) has changed: The contract term is extended by an additional \_\_\_\_\_ (days/weeks/months), and the amended expiration date is \_\_\_\_\_.

**ISA Amendment History:**

There are no previous amendments to this ISA.  This ISA has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$
			\$
			\$

This is an Individual Services Agreement between a vendor and a school site or department to purchase services under a Master MOU. This is a contract for services, its execution by an authorized OUSD agent commits OUSD to pay for services provided by CONTRACTOR under the terms and conditions of the Master MOU attached and incorporated herewith, subject to this ISA Amendment being approved by the Board of Education.

VENDOR	NAME: Vernon Brown	TITLE: CEO, Aspiranet
SIGNATURE	<i>[Signature]</i>	DATE: 5/2/12
OUSD SITE ADMINISTRATOR	NAME: Carol Johnson	TITLE: Principal
SIGNATURE	<i>[Signature]</i>	DATE: 5/2/12

**APPROVAL BY THE BOARD OF EDUCATION**

Jody London	PRESIDENT OF THE BOARD OF EDUCATION	DATE	<i>[Signature]</i>
Edgar Rakestraw, Jr	SECRETARY, BOARD OF EDUCATION	DATE	<i>[Signature]</i>



## Individual Service Agreement (ISA) Amendment Routing Form

### Basic Directions

Services beyond the Individual Service Agreement cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.

1. Contractor and OUSD contract originator reach agreement to increase services provided under the Master MOU.
2. Contractor and OUSD contract originator complete ISA amendment together. Please insert the amendment number (i.e. if this is the first ISA amendment enter "1," second enter "2," etc.) at the top of the ISA amendment.
3. OUSD contract originator **creates new requisition with the original PO number referenced in the item description.**
4. OUSD contract originator submits ISA amendment packet for approval within 10 days of creating the requisition.

**When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.**

Attachment Checklist  ISA amendment packet including Board Memo, ISA amendment form, Menu of Services  
 Copy of original Individual Service Agreement  
 Copy of Prior Amendments, If Any.

**OUSD Staff** Contact Emails about this ISA amendment should be sent to: [esperanza.buenrostro@ousd.k12.ca.us](mailto:esperanza.buenrostro@ousd.k12.ca.us)

### VENDOR INFORMATION

CONTRACTOR NAME	Aspiranet	CITY	South San Francisco	STATE	CA
SITE /DEPT NAME	East Oakland Pride	SITE #	107	MASTER CONTRACT #	10-01

### BUDGET INFORMATION

**IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR SCHOOL PORTFOLIO MANAGEMENT:**

SPSA ACTION ITEM NUMBER: \_\_\_\_\_ OR  SPSA MODIFICATION DOCUMENTATION ATTACHED

RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
				\$
				\$
				\$

### Amount and Reason for Amendment

Original PO Number(s)	P1201411	<b>Reason for Amendment to ISA (check appropriate box):</b> <input checked="" type="checkbox"/> <u>Increase in number of units (days, hours, etc) of service.</u> I would like to purchase additional days or hours of the same type of service purchased with the original ISA. <input checked="" type="checkbox"/> <u>Purchase additional type of service.</u> In addition to the services contracted for in the original ISA, I would like to purchase another type of service from this vendor.
Original ISA Amount	\$85334	
Amended ISA Amount	\$N/A	
New Total Contract Amount	\$85334	

### Approval and Routing (in order of approval steps)

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

1.	<b>Site Administrator or Manager</b>	Name	Carol Johnson	Phone	510-636-8217	Fax	510-636-8220
	Site / Department	East Oakland Pride					107
	Signature			Date Approved	5/7/12		
2.	<b>Resource Manager, if using funds managed by:</b> <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs						
	Signature			Date Approved	5-8-12		
	Signature			Date Approved			
3.	<b>Regional or Executive Officer</b>						
	Signature			Date Approved	6/4/12		
4.	<b>Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations</b>						
	Signature			Date Approved	6-7-12		
5.	<b>Superintendent or Board of Education</b> <i>Signature on the legal contract</i>						
<b>Legal</b> Required if not using standard contract		Approved		Denied - Reason		Date	
<b>Procurement</b>	Date Received			PO Number			

<b>Board Office Usé: Legislative File Info.</b>	
File ID Number	11-1964
Introduction Date	8-24-11
Enactment Number	11-1506
Enactment Date	8-24-11 <i>MS</i>



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

**To** Board of Education

**From** Tony Smith, Ph.D., Superintendent  
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
 Vernon Hal, Deputy Superintendent, Business & Operations

**Board Meeting Date**  
*(To be completed by Procurement)* August 24, 2011

**Subject** Individual Service Agreement - Master Memorandum of Understanding - Aspiranet (contractor) - 107/East Oakland Pride Academy (site)

**Action Requested** Approval of the Individual Service Agreement to the Master Memorandum of Understanding (MOU) between District and Aspiranet, for services to be provided primarily to 107/East Oakland Pride Academy.

**Background**  
*A one paragraph explanation of why the consultant's services are needed.* The attached Individual Service Agreement is the contracting of services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on August 7, 2011.

**Discussion**  
*One paragraph summary of the scope of work.* Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Aspiranet, South San Francisco, CA, for the latter to provide their Menu Option A-Lead Agency Unit for Arts, Recreation, Leadership and Family Literary activities in its capacity as a Comprehensive After School Program Lead Agency at East Oakland Pride Academy for the period of July 1, 2011 through June 30, 2012, in an amount not to exceed \$83,209.00, pursuant to the terms and conditions as specified in the MOU.

**Recommendation** Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Aspiranet for the latter to provide Arts, Recreation, Leadership and Family Literary activities in its capacity as a Comprehensive After School Program Lead Agency at East Oakland Pride Academy for the period July 1, 2011 through June 30, 2012.

**Fiscal Impact** Funding Resource: 6010/After School Education and Safety (ASES) Grant in an amount not to exceed \$83,209.00.

**Attachments**

- Individual Service Agreement
- Menu of Service
- Certificate of Insurance
- Copy of Master Memorandum of Understanding



Board Office Use: <b>Legislative File Info.</b>	
File ID Number	11-1964
Introduction Date	8-24-11
Enactment Number	11-1506
Enactment Date	8-24-11 <i>82</i>



**OAKLAND UNIFIED SCHOOL DISTRICT**

Community Schools Division

**INDIVIDUAL SERVICE AGREEMENT (ISA) 2011-20**

MASTER MOU INFORMATION			
VENDOR NAME	Aspiranet		
VENDOR #	V056255	ENACTMENT #	
SITE / DEPT NAME	East Oakland Pride	SITE #	107
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO: viet.nguyen@ousd.k12.ca.us			

ORDER MENU OF SERVICES (EXHIBIT A OF MASTER MOU) - SELECT DESIRED SERVICE				
SERVICE AND UNIT OF SERVICE (SEE EXHIBIT A OF MASTER MOU FOR A FULL DESCRIPTION OF SCOPE OF WORK AND MENU OF SERVICES)	GRADE LEVEL(S) SERVED	RATE PER UNIT	DESIRED UNITS	AMOUNT (DESIRED UNITS TIME RATE PER UNIT)
Lead Agency Option A	K-5	\$93634	1	\$83209
		\$		\$
		\$		\$
<b>TOTAL AMOUNT</b>				<b>\$83209</b>

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE.

1d. School opting to fund School Safety Officer, reducing above costs to provide safe and secure after school environment.

1g. School opting to fund Academic Liaison, reducing above costs for academic programming and alignment v school day.

BUDGET INFORMATION					
REQUISITION NUMBER	R0200364	START DATE	7/1/11	END DATE	6/30/12
RESOURCE #	RESOURCE NAME	ORG KEY	AMOUNT		
6010	ASES	1071553401	\$83209		
			\$		
			\$		

This Individual Services Agreement is a contract for services. Its execution by an authorized OUSD agent, commits OUSD to pay for services provided by this VENDOR under the terms and conditions of the Master MOU referenced and incorporated herewith.

VENDOR	NAME Michael Funk	TITLE	Director of Policy and Partnership
SIGNATURE	<i>Michael Funk</i>	DATE	6/24/11
OUSD SITE ADMINISTRATOR	NAME Viet Nguyen	TITLE	Site Administrator
SIGNATURE	<i>Viet Nguyen</i>	DATE	6/21/11

APPROVAL	
IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR Quality Community School Development SPSA ACTION ITEM NUMBER: _____ OR, SPSA MODIFICATION DOCUMENTATION ATTACHED	
RESOURCE MANAGER, if using funds managed by:	
<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality Community School Development <input checked="" type="checkbox"/> Complementary Learning / After School Programs	
SIGNATURE	<i>Julia Ma</i>
DATE	7-18-11
SIGNATURE	
DATE	
NETWORK OR DEPARTMENT EXECUTIVE OFFICER	
SIGNATURE	<i>Edgar Rakestraw, Jr.</i>
DATE	7/29/11
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION	
SIGNATURE	<i>Edgar Rakestraw, Jr.</i>
DATE	8/25/11

Edgar Rakestraw, Jr., Secretary



# ACORD <sup>TM</sup> CERTIFICATE OF LIABILITY INSURANCE

Date (MM/DD/YR)  
12/16/10

**PRODUCER**  
Heffernan Insurance Brokers  
1350 Carback Ave., Suite 200  
Walnut Creek, CA 94596  
one: 925-934-8500 Fax: 925-934-8278

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURED**  
Aspiranet  
400 Oyster Point Blvd., Suite 501  
South San Francisco, CA 94080

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	Wausau Underwriters Ins. Co.	
INSURER B:	Lexington Ins. Co.	
INSURER C:	Granite State Ins. Co.	
INSURER D:		
INSURER E:		

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
B	X	GENERAL LIABILITY	41LX0089961325	12/16/10	12/16/11	EACH OCCURRENCE	\$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Es. Occurrence)	\$ 200,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (ANY ONE PERSON)	\$ 5,000
		<input checked="" type="checkbox"/> \$25,000 Per Occurrence Deductible				PERSONAL & ADV INJURY	\$ 1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER				GENERAL AGGREGATE	\$ 3,000,000
		<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				PRODUCTS - COMPIOP AGG)	\$ 1,000,000
C		AUTOMOBILE LIABILITY	02CA0038937065	12/16/10	12/16/11	COMBINED SINGLE LIMIT (Es. accident)	\$1,000,000
		<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per Accident)	\$
		<input type="checkbox"/> HIRED AUTOS					
		<input type="checkbox"/> NON-OWNED AUTOS					
		<input checked="" type="checkbox"/> Comp Ded \$1,000					
		<input checked="" type="checkbox"/> Coll Ded \$1,000					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY - EA ACC	\$
						AGG	\$
B		EXCESS/UMBRELLA LIABILITY	41UD0002735335	12/16/10	12/16/11	EACH OCCURRENCE	\$ 2,000,000
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$ 2,000,000
		<input type="checkbox"/> DEDUCTIBLE					\$
		<input checked="" type="checkbox"/> RETENTION \$10,000					\$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WCJZ91446188010	07/01/10	07/01/11	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				EL EACH ACCIDENT	\$1,000,000
		If yes, describe under SPECIAL PROVISIONS below				EL DISEASE - POLICY LIMIT	\$1,000,000
C	B	OTHER Crime	02LX0089961415	12/16/10	12/16/11	Limit \$500,000	Ded \$500
		Professional Liability	41LX0089961325	12/16/10	12/16/11	\$1,000,000 Each Wrongful Act	\$3,000,000 Aggregate Limit

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Re: As on file with the insured.

Oakland Unified School District, its Officers, Employees, Volunteers or Agents are named as additional Insured on General Liability as per attached CG2026.

\*10 day notice for non-payment of premium.

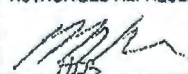
### CERTIFICATE HOLDER

Oakland Unified School District  
1025 2nd Street  
Oakland, CA 94606

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30<sup>th</sup> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE





Insured Name: Aspiranet  
Policy Number: 41LX0089961325  
Effective Dates: 12/16/10-12/16/11

COMMERCIAL GENERAL LIABILITY  
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

Name of Additional Insured Person(s) or Organization(s)
Oakland Unified School District, its Officers, Employees, Volunteers or Agents
Re: As on file with the insured.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



**AFTER SCHOOL BUDGET PLANNING SPREADSHEET**

ELEMENTARY & MIDDLE SCHOOLS 05.24.2011

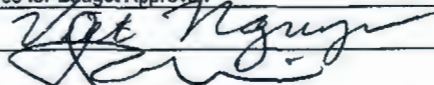

Site Name:	East Oakland Pride	ASES	Program Fees (if applicable)	OFCY	Grantee:	Lead Agency:	Other Lead Agency Funds	
Site #:	107	Resource 6010 Program 1553						
Average # of students to be served daily (ADA):	%	OUSD	Lead Agency	%			Lead Agency	
<b>TOTAL GRANT AWARD</b>		<b>\$112,500</b>			<b>\$67,206</b>	<b>\$0</b>	<b>\$4,995</b>	<b>\$19,144</b>
<b>CENTRAL COSTS: INDIRECT. ADMIN, EVAL, PD, CUSTODIAL, SUPPLIES</b>								
OUSD Indirect (4.25%)		\$4,586						
OUSD ASPO admin, evaluation, and training/technical assistance costs		\$7,060						
Custodial Staffing		\$3,701						
Custodial Supplies		\$504						
<b>TOTAL SITE ALLOCATION</b>		<b>\$96,648</b>						
<b>CERTIFICATED PERSONNEL</b>								
1120 Academic Liaison REQUIRED		\$4,000					\$0	
1120 Certificated Teacher Extended Contracts		\$0					\$0	
							\$0	
Total certificated		<b>\$4,000</b>					<b>\$0</b>	
<b>CLASSIFIED PERSONNEL</b>								
2205 Site Coordinator		\$0	\$35,000		\$5,000		\$0	\$5,000
2220 SSO		\$7,200					\$0	
Co-Director					\$6,048			\$1,952
Program Coordinator		\$0			\$1,835			\$880
Total classified		<b>\$7,200</b>	<b>\$35,000</b>		<b>\$12,883</b>		<b>\$0</b>	<b>\$7,832</b>
<b>BENEFITS</b>								
3000's Employee Benefits for Additional Time (20%)		\$2,240						
3000's Employee Benefits for Salaried Employees (40%)		\$0					\$575	
3000's Lead Agency benefits (rate, FT 18%; PT 13%)			\$9,397		\$2,017			\$1,312
Total benefits		<b>\$2,240</b>	<b>\$9,397</b>		<b>\$2,017</b>		<b>\$575</b>	<b>\$1,312</b>
<b>BOOKS AND SUPPLIES</b>								
4310 Supplies (OUSD only)		\$0			\$908		\$0	\$0
4310 Curriculum (OUSD only)		\$0					\$0	\$0
5829 Field Trips		\$0					\$0	\$0
4420 Equipment (OUSD only)		\$0					\$0	\$0
Total books and supplies		<b>\$0</b>	<b>\$0</b>		<b>\$908</b>		<b>\$0</b>	<b>\$0</b>
<b>CONTRACTED SERVICES</b>								
5825 Fitness Instructor (1@\$15/hr x 22hrs x 38wks)			\$12,540					
5825 Program Instructor (1@\$13.50x22hrsx38wks)			\$11,286					
5825 Market Mgr (1@\$13 x 10hrs x 34wks)			\$0				\$4,420	
5825 AmenCorps Program Instructor (1@\$1300 stipend/month x 10 months x 170hrs/month)					\$13,000			
5825 Superstars Literacy			\$11,785		\$31,738			
5825			\$0					
Total services		<b>\$0</b>	<b>\$35,611</b>		<b>\$44,738</b>	<b>\$0</b>	<b>\$4,420</b>	<b>\$0</b>
<b>IN-KIND DIRECT SERVICES</b>								
							\$0	\$0
							\$0	

2011-2012 Elementary/Middle School After School Program Budget

Total value of in-kind direct services					\$0	\$0	\$0		
<b>LEAD AGENCY ADMINISTRATIVE COSTS</b>									
Lead Agency admin (4% max of total contracted \$)			\$3,200		\$6,660		\$10,000		
<b>SUBTOTALS</b>									
Subtotals DIRECT SERVICE		85	\$15,639	\$80,008	####	\$60,546	\$0	\$4,995	\$9,144
Subtotals Admin/Indirect			\$13,653	\$3,200	####	\$6,660	\$0		\$10,000
<b>TOTALS</b>									
Total budgeted per column			\$29,292	\$83,209		\$67,206	\$0	\$4,995	\$19,144
Total BUDGETED		100	\$112,500		####	\$67,206	\$0	\$4,995	\$19,144
BALANCE remaining to allocate			\$0			\$0		\$0	\$0
TOTAL GRANT AWARD/ALLOCATION TO SITE			\$112,500			\$67,206		\$4,995	\$19,144

<b>ASES MATCH REQUIREMENT:</b>	
ASES requires a 3:1 match for every grant award dollar awarded.	
Total Match amount required for this grant.	37,500
Facilities count toward 25% of this match requirement:	9,375
Remaining match amount required.	28,125
Match should be met by combined OFCY funds, other site funds, private dollars, and in-kind resources This total equals:	91,345
Total Match amount left to meet.	-63,220

Required Signatures for Budget Approval:

Principal:		Date:	6/2/11
Lead Agency:		Date:	6/8/11



## After School Safety and Emergency Planning for 2011-12

### After School Safety and Emergency Planning

A) Will the site have an Emergency Plan that incorporates the After School Program?

Yes  No

If no, explain after school plans to ensure student and staff safety should an incident of violence or occur on or near the school campus during after school hours:

B) Describe the training that site will provide after school staff on safety procedures, including lock communication protocols for crisis response.

C) Principal and Site Coordinator have reviewed the *OUSD After School Emergency/Crisis 1st Level Notification Protocol*.

Yes  No

### Facility Keys

Will the After School Program have access to facility keys for all areas where after school program

Yes  No

If no, indicate how the school campus will be secured if crisis should occur during after school hours necessary:

### SSO Staffing: (check one)

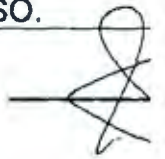
Site has a school day SSO who can accommodate after school related work as part of their regular  
X Site will pay Extended time/Over time (ET/OT) to accommodate an after school SSO.

Site does not need an SSO or does not have the resources to have an after school SSO.

Principal Signature:

Viêt Nguyen

Lead Agency Signature:



**After School Program Activity Schedule 2011-12**  
**School Site: East Oakland PRIDE**

Time Blocks: [TIME]	Monday		Tuesday		Wednesday		Thursday	
	Activity	Provider	Activity	Provider	Activity	Provider	Activity	Provide
2:45pm to 3:00pm	Snack Check-in	School	Snack Check-in	School	Snack	School	Snack Check-in	School
Early Release Block A  1:00pm to 2:15pm					Check- in/Commu nity Activity (1:00-1:10) Academic Support: (1:15-2:15)	TTS		
					Independen t reading 20 min.			
					Homework help 30 min.			
					Read aloud 10 min.			
Early Release Block B  2:20pm to 3:00pm					Fitness Challenge (2:20-2:45)	TTS		
					Snack (2:50-3:10)	TTS.SSL, Playworks		

3/21/11

OUSD After School

Block 1 3:00pm to 3:05pm	Community Activity	TTS, SSL, Playworks	Community Activity	TTS, SSL, Playworks		TTS, SSL, Play works	Community Activity	TTS, SSi Playworl
Block 2 3:15pm to 4:15pm	<b>Academic Support:</b> Independent reading 20 min.	TTS	<b>Academic Support:</b> Independent reading 20 min.	TTS	<b>Fitness (Third)</b> 3:15-4:25	TTS	<b>Academic Support:</b> Independent reading 20 min.	TTS

3/21/11



OUSD After School

	Homework help 30 min.		Homework help 30 min.		Science (Fourth) 3:15-4:25	TTS	Homework help 30 min.	
	Read aloud 10 min.		Read aloud 10 min.		Nutrition (Fifth) 3:15-4:25	TTS	Read aloud 10 min.	
					Soccer (Third-Fifth) 3:15-4:25pm	TTS		
Block 3 4:25pm to 4:45pm	SPARK (All Grades)	TTS	SPARK (All Grades)	TTS	SPARK (All Grades)	TTS	SPARK (All Grades)	TTS

Block 4 4:50pm to	Fitness (Third) (4:50-5:45)	TTS	Nutrition (Third) (4:50-5:45)	TTS	Academic Centers All Grades (4:45-5:30)	TTS	Science (Third) (4:45-5:45)	TTS
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3/21/11

OUSD After School

	<b>Science (Fourth)</b> (4:50-5:45)	TTS	<b>Fitness (Fourth)</b> (4:50-5:45)	TTS		TTS	<b>Cooking/ Nutrition (Fourth)</b> (4:45-5:45)	TTS
	<b>Nutrition (Fifth)</b> (4:50-5:45)	TTS	<b>Science (Fifth)</b> (4:50-5:45)	TTS		TTS	<b>Fitness (Fifth)</b> (4:45-5:45)	TTS

Block 5 5:50pm to 6:00pm								
	Sign-out/Free Center (5:45pm-6:00pm)	TTS	Sign-out/Free Center (5:45pm-6:00pm)	TTS	Sign-out/Free Center (5:45pm-6:00pm)	TTS	Sign-out/Free Center (5:45pm-6:00pm)	TTS

3/21/11





## Oakland Afterschool Programs



### Oakland Afterschool Programs

#### Supporting the Learning that Children Experience in School

Aspiranet's Afterschool Programs provide youth with the kinds of learning experiences and opportunities that may not be available to children in their homes or classrooms. They offer young people opportunities to learn new things and develop important skills that are crucial to success in school and in life. Each program is designed to support and complement the learning that children experience in school.

Aspiranet has provided communities in Oakland with meaningful afterschool programming since 2006, in collaboration with community organizations, Oakland Unified School District, principals, teachers, volunteer groups and Departments of Education. We place a strong emphasis on neighborhoods in Oakland that are underserved.

#### Commitment to Children and Their Learning

Our program is built on the belief that supporting young people's personal development and school success requires families, schools and their communities to work together. Our Afterschool Program Initiatives are based upon the principle that young people deserve the opportunity to have safe places with caring adults

and engaging learning opportunities that support the work in the classroom and benefit the student and their community.

Our programs utilize highly experienced staff to provide academic skill building and engaging enrichment activities to school-age children. Aspiranet takes a community-based approach to providing services by partnering with local schools, community organizations, and other agencies and school districts to ensure that the community's distinct needs are served to their fullest.

Each afterschool site includes academic skill building, recreation and enrichment components with a wide range of activities that address essential components of afterschool programming. By providing structured and enriching learning opportunities, afterschool programs can improve children's academic performance and meet their social, emotional and physical development needs. In addition, enrichment opportunities not available during the regular school day—such as art, music, technology and drama—can be offered to complement the regular school-day program.

#### Key Facts about the Oakland Afterschool Program

- 1,700 youth served each year
- In 2007, we served ten schools and expanded to 14 in 2008.
- We recruit, train and supervise afterschool instructors to ensure the highest quality instruction.

# Oakland Afterschool Programs

*ASPIRAnet*  
Raising Hope. Empowering Community.

## Participating Schools

While all sites offer Academic Skill Building, Recreation and Enrichment classes, each school site offers unique programming to meet the needs of the community in which the school is located. Classes include: hip-hop dance, yearbook, health club, computers, choir, chess, guitar, cooking, Spanish, track & field, gardening and various academic clubs and tribes.

### Middle Schools:

Melrose Leadership Academy

### Elementary Schools:

Carl B. Munck School  
East Oakland Pride Academy  
Grass Valley School  
Piedmont Avenue School  
Rise Community School  
Encompass Academy  
Howard School  
Think College Now  
International Community School  
Peralta School  
Futures Elementary School  
Community United School

## A Place to Feel Safe for Every Child

Aspiranet creates a brighter future for children, families and the community. If you would like to learn more about Aspiranet, please visit [www.aspiranet.org](http://www.aspiranet.org).



[www.aspiranet.org/afterschool](http://www.aspiranet.org/afterschool)

## Respect, Integrity, Courage, and Hope

Aspiranet Headquarters  
400 Oyster Point Blvd., Suite 501  
South San Francisco, CA 94080  
[AspiranetOakland@gmail.com](mailto:AspiranetOakland@gmail.com)  
[www.aspiranet.org](http://www.aspiranet.org)

Tel: 510.686.4868  
Fax: 510.635.1982

FxRes/111

Oakland Afterschool Programs are a program of Aspiranet, a network of children, family, and community-based programs throughout California. To learn more about the Oakland Afterschool Programs, please call 510.686.4868 or visit us on the web at [www.aspiranet.org/afterschool](http://www.aspiranet.org/afterschool).

Aspiranet is registered as a 501c(3) not-for-profit organization with locations throughout California. Our vision is to take collective action to support communities and families as they love and care for children.